

LAS VEGAS POLICE DEPARTMENT		ADMINISTRATION
SUBJECT: <i>Contract Services (Special Assignments)</i>		NUMBER: ADM.27
EFFECTIVE DATE: <i>9 September 2010</i>		REVIEW DATE:
AMENDS/SUPERSEDES:		APPROVED: <i>Chief of Police Gary Gold</i>
NMMLEPSC STANDARDS: ADM.18.01		NMSA:

I. PURPOSE:

The purpose of this policy is to ensure the efficient and effective management of the contract service function by providing administrative guidance that identifies the responsibilities and investigative processes within the uniform components of the department.

II. POLICY:

It is the policy of The Las Vegas Police Department to manage the function of contract service in an efficient manner by coordinating the efforts of uniform and other components as provided in this policy.

III. APPLICABILITY:

This policy is applicable to all sworn and non-sworn employees of The Las Vegas Police Department.

IV. REFERENCES:

None

V. DEFINITIONS:

A. Contract Services: Services provided under a contract, voluntary, deliberate, and legally enforceable (binding) agreement between two or more competent parties.

VI. **PROCEDURE:**

- A. Special events may include but are not limited to sporting events, parades, gatherings, marches, concerts, and political conventions.
 1. The Field Operations Commander or his designee is responsible for coordinating the number of officers present at the function and their duties.
 2. It is the responsibility of the individual coordinating the event to develop a written plan, usually in the form of a Special Order that establishes at a minimum:
 - a. use of special operations personnel, if needed;
 - b. necessary equipment available;
 - c. designation of a single person or position as supervisor and coordinator for the coverage of a given event;
 - d. written estimate of traffic, crowd control and crime problems expected for any given event;
 - e. logistical requirements;
 - f. coordination inside and outside the agency; and
 - g. a contingency plan for traffic direction and control, which should include, if applicable:
 1. entry and exit of vehicular and pedestrian traffic;
 2. adequate parking facilities;
 3. spectator control;
 4. public transportation;
 5. relief of officer assigned to point traffic control;
 6. emergency vehicle access;
 7. alternate routes for through traffic;
 9. use of temporary traffic control devices;

10. news media access.

11. Ensure all permits are acquired a copy of the plan should be distributed in the following manner: a copy will be posted in the office.

A copy will be submitted through the chain of command with provisions for each staff member to acknowledge the information was received.

B. After-event report

1. The supervisor coordinating the event will complete an after-event report when requested, the report will detail any problems encountered during the event and resolutions or changes that should be considered before the next event.

2. A copy of the after-event report should be forwarded through the chain of command.

C. Officers will submit overtime sheet to the coordinating supervisor after approval from supervisor. The Division Commander will submit the necessary billing information to the Department Financial Specialist. All officers will be paid at their overtime rate in accordance with the "labor contract".

VII. ATTACHMENTS:

None